

Ensuring a Fair Workplace

Policy statement

Goodstart Early Learning (Goodstart) is committed to ensuring all employees are treated fairly in all aspects of their employment. In order to achieve a fair workplace for all employees, Goodstart aims to provide a workplace that is free from all forms of discrimination, harassment and bullying and that all employees are treated equally.

What does this policy apply to?

- ▶ Management for Performance
- ▶ Equal Employment Opportunity
- ▶ Employee Support Structure
- ▶ Employee Grievance and Complaints Handling
- ▶ Preventing and Dealing with Bullying, Harassment and Discrimination in the Workplace
- ▶ Disciplinary Management
- ▶ Workplace Investigations

Management for Performance

Goodstart is committed to supporting and developing our people by creating a positive and stimulating environment in which employees are able to: operate effectively, achieve success and satisfaction in their work, while contributing to the achievement of Goodstart's vision, purpose and strategic goals.

Goodstart manages performance in a comprehensive and transparent manner to support effective performance and encourage excellence while dealing fairly and consistently with underperformance, unsatisfactory performance and serious misconduct.

Related documents: [BM1 Code of Conduct POLICY](#); [BM6 Disciplinary Management REQUIREMENT](#); [BM6 Management for Performance REQUIREMENT](#)

Equal Employment Opportunity

Goodstart is committed to ensuring the provision of equal opportunities for all current and prospective employees. Goodstart respects and celebrates, the diversity of skills, experiences, views and opinions that its employees bring to the workplace and looks forward to these attributes enhancing early learning and business outcomes for children, families, fellow employees, communities, and all other persons and companies connected with Goodstart.

Goodstart commits to meeting all of its equal opportunity responsibilities and obligations as an employer, with particular regard to:

- Promoting merit in employment-related decisions;
- Promoting equal employment opportunity and eliminating discrimination in the recruitment process;
- Eliminating all forms of discrimination from our work environments; and
- Complying with relevant equal employment opportunity industrial instruments and legislation.

Related documents: [BM6 Equal Employment Opportunity Requirement](#).

DOCUMENT NUMBER & TITLE		BM6 Ensuring a Fair Workplace POLICY			
CONTENT OWNER	Jason Renshaw, Chief Culture Officer	DOCUMENT AUTHOR	Juvena Rowe, People Partner, Employee Relations		
DATE PUBLISHED	1/11/2022	DOCUMENT VERSION	V9.0	REVISION DUE DATE	31/10/2023
Ensure you are using the latest version of this policy.					
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					

Employee Support Structure

Goodstart is committed to take any action necessary to ensure that all Goodstarters can feel safe and be safe, this includes physical, cultural and psychological safety. Underpinned by the 'look, do, tell' framework, we amplify and promote the voice and rights of our Goodstarters, through the prevention, identification and response of any concerns, grievances or complaints.

Related documents: [BM6 Employee Support Structure APPENDIX](#); [BM4 Whistleblower POLICY](#)

Preventing Bullying, Harassment and Discrimination in the Workplace

Goodstart is committed to ensuring fair and equitable workplace practices and does not tolerate bullying, harassment and discrimination in the workplace.

Goodstart considers all types of harassment, discrimination, and bullying to be unacceptable forms of behaviours that will not be tolerated under any circumstances. We believe that all employees should be treated fairly and with respect.

Goodstart is therefore committed to ensuring that:

- Harassment, discrimination, and bullying complaints in the workplace are treated seriously;
- Complaints are attended to promptly and confidentially;
- Complaints are investigated impartially;
- Action is taken to ensure that misconduct does not continue; and
- Complainants and witnesses are not victimised in any way.

Related documents: [BM1 Code of Conduct Policy](#); [BM6 Prevention of Bullying, Harassment and Discrimination Requirement](#); [BM6 Prevention of Bullying, Harassment and Discrimination Procedure](#); [BM4 Whistleblower Policy](#).

Disciplinary Management

Goodstart expects all employees to undertake their work duties and behave in accordance with organisational standards, including the Code of Conduct and Child Safe Behaviour Standards.

Goodstart aims to ensure that any concern or issue regarding unacceptable performance or unacceptable behaviour, and any consequent disciplinary action, will be handled appropriately, fairly, and consistently and in line with the principles of natural justice.

Related documents: [BM6 Disciplinary Management REQUIREMENT](#)

Workplace Investigations

Any grievance, complaint or allegation of misconduct, harassment or discrimination which triggers the requirement to conduct a workplace investigation will follow three core principles, that is fairness, confidentiality and sound and consistent process. The process will ensure that the perspectives and needs of the respondent, the complainant, witnesses, employees, children and families are all acknowledged, respected and balanced.

Related documents: [BM4 Whistleblower Policy](#); [BM6 Employee Grievance and Complaints Handling PROCEDURE](#); [BM6 Employee Support Structure Appendix](#); [BM6 Investigation REQUIREMENT](#)

Responsibilities

This policy is to be implemented by: All Staff.

DOCUMENT NUMBER & TITLE		BM6 Ensuring a Fair Workplace POLICY			
CONTENT OWNER	Jason Renshaw, Chief Culture Officer	DOCUMENT AUTHOR	Juvena Rowe, People Partner, Employee Relations		
DATE PUBLISHED	1/11/2022	DOCUMENT VERSION	V9.0	REVISION DUE DATE	31/10/2023
Ensure you are using the latest version of this policy.					
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					

Definitions

Equal Opportunity

- Equal Opportunity, in a workplace context, means that all employees (and potential employees) have equal access to the opportunities that are available at work. This means all employees are treated with fairness and respect in that they are not subject to discrimination or harassment of any kind in the workplace.

Investigation

- Where the subject issue is deemed serious enough to warrant a process or inquiry which involves full documentation between the subject parties, and where serious disciplinary consequences may flow for the accused employee as a result of the investigation.

Grievance

- A complaint from an employee about serious unfair treatment or mismanagement in the workplace.

Complaint

- A complaint alleging harassment, discrimination, bullying or other offensive behaviour in the workplace.

Allegation of Misconduct

- Allegations of potential or actual harm to a child, breach of childcare regulation or legislation, theft, under the influence of drugs and/or alcohol, unauthorised possession of drugs and/or alcohol, fraud, assault, computer/mail/internet misuse, any breach of Company policy.

DOCUMENT NUMBER & TITLE		BM6 Ensuring a Fair Workplace POLICY			
CONTENT OWNER	Jason Renshaw, Chief Culture Officer	DOCUMENT AUTHOR	Juvena Rowe, People Partner, Employee Relations		
DATE PUBLISHED	1/11/2022	DOCUMENT VERSION	V9.0	REVISION DUE DATE	31/10/2023
Ensure you are using the latest version of this policy.					
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					